



## ARRA MONTHLY EMPLOYMENT REPORT

Louisville Metro Government  
{Insert Name of Department Here}

Contractor/Consultant/Agency information			
1. Contractor/Consultant/Agency Name:			
2. Address:			
3. DUNS Number			
4. Name of Preparer:			
5. Title of Preparer:			
Project Information			
6. Project Control Number:			
7. Federal-Aid Project Number			
8. Contracting Agency:	Louisville Metro Government		
9. Project Location:			
Payroll Information			
10. Payroll Report Month			
11. Date Prepared:			
Prime Contractor/Consultant/Agency Monthly Employment Data			
	(A) Number of Employees Funded by Recovery Act Funds	(B) Hours Worked	(C) Payroll
13. Prime/Consultant/Agency Employment:			
Subcontractor Monthly Employment Data			
	(A) Number of Employees Funded by Recovery Act Funds	(B) Hours Worked	(C) Payroll
14. Subcontractor/Subconsultant Name:			
<b>Monthly Grand Totals:</b>			
15. Narrative of Recovery Act Jobs Funded: Example: <b>ABC Construction retained 5 jobs due to this ARRA funded project. 1 Construction Manager, 1 Concrete Site Superintendent, 1 Demolition Superintendent and 2 laborers were employed.</b>			
16. Payroll Documentation Attached: Circle Yes or No			
17. Signature: _____ Print Name: _____ Date: _____			

# Monthly Employment Report Sample and Coding Instructions

Louisville Metro Government

Louisville at Work



## Coding Instructions

1. **Contractor Name:** The name of the Prime Contractor, Consultant or Agency.
2. **Address:** The address of the Prime Contractor, Consultant or Agency.
3. **DUNS number:** This is your Company or Agency identification number provided by Dun & Bradstreet, Inc. This identification number is required for all Prime Contractors, Consultants and Agencies. Information on acquiring this number for no charge is available here: <http://www.dnb.com/us/>
4. **Name of Preparer:** Indicate the person responsible for preparation of the form. By completing the form the person certifies that they are knowledgeable of the hours worked and employment status for all the employees. Contractors, Consultants, Agencies and their subcontractors and subconsultants are responsible to maintain data to support the employment form and make it available to Louisville Metro Government should they request supporting materials.
5. **Title of Preparer:** Company title of the person responsible for preparation of the form.
6. **Project Control Number (PCN):** The project identification code for each Project. If relevant, Project Control Numbers will be assigned by staff at Louisville Metro Government.
7. **Federal Aid Project Number:** The Federal-Aid Project Number shown on the Proposal cover page. This number is assigned by staff at Louisville Metro Government.
8. **Contracting Agency:** The owner of the Project. The owner of the Project is the entity that signs the Contract/ work agreement, MOU with Metro.
9. **Project Location:** The location of the project. This information is provided on the Proposal cover sheet.
10. **Payroll Report Month:** The month and year covered by the report, as *mm/yyyy* (e.g. "May 2009" would be coded as "05/2009").
11. **Date Prepared:** The date when the employment report was completed by the Preparer.
12. **Total DBE Payments Made:** Cumulative actual dollars paid to Disadvantaged Business Enterprise's for labor, materials, equipment, etc., from the start of the project. Include payments to all DBEs, included payments to DBE's on ARRA-funded projects that had no DBE goal or commitment. A DBE figure may not be required for each grant. Before placing a figure in this section, please check with staff at Louisville Metro Government.
13. **Prime Contractor/ Consultant/ Agency Monthly Employment Data:** Report the direct, on-the-project jobs for their workforce during the reporting month. These jobs include employees actively engaged in projects who work on the jobsite, in the project office, in the home office or telework from a home or other alternative office location. Include any personnel employed by the Contractor, Consultant, or Agency performing work directly in support of the ARRA funded project. Do not capture data from material suppliers to your firm.
  - a. **Employees:** The number of project employees on the Contractor, Consultant or Agency workforce for the report month.

**Recovery Act Jobs:** The figure refers to the number employees on payroll and funded with Recovery Act funds.
  - b. **Hours:** The total hours on the specified project for all employees reported on the Contractor, Consultant or Agency workforce for the report month.
  - c. **Payroll:** The total dollar amount of gross wages paid by the Contractor to employees on the specified project. Do not include overhead, vacation, benefit or any other indirect payroll cost.
14. **Subcontractor Monthly Employment Data:** The name of each subcontractor or subconsultant that was active on the project for the reporting month. For each subcontractor entry, report the Employees, Hours and Payroll information as defined above for Prime Contractors and Consultants.

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**15. Narrative of Recovery Act Jobs Funded:** Provide a brief description of the types of funded and a description of the employment impact to your firm.

**16. Payroll Documentation Attached:** Attach copies of signed timesheets, certified payroll documents and other information related to employee payroll that supports the numbers contained in this employment report. Circle "yes" if supporting documents are attached; otherwise circle "no."

**17. Signature, Print Name and Date:** The authorized individual preparing this report should sign, print his/her name in a legible manner and date the report.

**18. Timeliness of Reports:** ARRA Monthly Employment Reports are due at the end of the third day of the prior month for which work was performed. For example, January's Monthly Employment Report is due February 3. If the third business day is not a weekday, then the report is due on the next business day.